



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 035 – 2010**

**OPEN TO:** **All Qualified Candidates**

**POSITION:** **Mail Clerk, FSN – 4; FP- AA**  
(Salary approx. Tk. 22,000 per month)  
**OR**

**Depending on qualifications and experience  
incumbent may be hired at a lower trainee grade  
level:**

**Trainee Mail Clerk, FSN – 3; FP- BB**  
(Salary approx. Tk. 16,000 per month)

**OPENING DATE:** **April 29, 2010**

**CLOSING DATE:** **May 12, 2010**

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND  
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE  
ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **Mail Clerk** for its Information Program Center.



**BASIC FUNCTION:** The incumbent dispatches and receives all unclassified diplomatic pouches, domestic and international mail, and bills for the pouches. S/he maintains chronological files of all invoices, and reports any missing pouches immediately to the supervisor and Information Program Officer.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- + Prepares outgoing pouches; types any controlling invoices; lists all registered mail and parcels on invoices; prepares letters and customs declaration forms; delivers pouches to appropriate airlines for onward shipment; prepares outgoing registered mail and maintains a logbook of all registered items. Process ILMS & AMPS (computerized processing systems).
- + Receives incoming pouches from airlines and delivers same to the Embassy; ensures all pouches are accounted for and properly listed on airway bills; prepares pouches for daily labor payments; facilitates the movements of all diplomatic pouches;
- + Assists in opening pouches and sorting mail; provides messenger service both inside and outside of the Embassy as required; maintains records of all incoming and outgoing airway bills and invoices; Prepares reports on pouch transit times.
- + Purchases stamps, obtains domestic and international mail, and parcels from the local General Post Office.
- + Occasionally clears and delivers emergency medical supplies for the medical unit.
- + Performs reproduction services, spiral binding and laminating for the Embassy employees.
- + Provides training to newly hired employees as appropriate;
- + Takes necessary steps to protect mailroom environment from potential bio-hazards and be alert to bio-terrorism and its consequences to the distribution of mail.
- + Assists other mailroom personnel in sending and receiving FAX messages.
- + Performs any other mailroom duties as assigned by the Information Program Officer.

**QUALIFICATIONS REQUIRED:**

- 1. Education:** Minimum successful completion of Secondary School Certificate (SSC) is required. *(You must attach a copy of your SSC certificate along with your application form.)*



**2. Language Proficiency:** Level III (Good Working Knowledge) both in written and spoken English and Bangla is required. English language proficiency will be tested.

**3. Prior Work Experience:** Minimum three years experience in utilizing various postal systems such as GOB Postal system, DHL, and FedEx is required.

**4. Knowledge:** Computer knowledge of MS Office Suite (MS Word, Excel) and ability to navigate the Internet are required.

**5. Skills and Abilities:** Able to tactfully deal with all Mission employees and customs officials at the local airport. Able to fully explain pouch procedures and the Geneva Convention regulations concerning diplomatic pouches and mail to be processed through local customs facilities. Able to provide exceptional customer service, and maintain pleasant personality at the work place.

#### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

#### **ADDITIONAL SELECTION CRITERIA:**

- 1.** Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
- 4.** Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
- 5.** The candidate must be able to obtain and hold a security clearance.



## **TO APPLY:**

Interested candidates are requested to submit the following:

**1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either **By Hand** with **No Envelope** at the south barrier of the U.S. Embassy (near the Vatican Embassy) or **FAX at 9887825**. Blank application forms are available at the south barrier of the U.S. Embassy and at our website at: [dhaka.usembassy.gov](http://dhaka.usembassy.gov). A copy is also attached hereto for your convenience.**

### [Application Form](#)

**2.** Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

### [OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

## **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

## **POINT OF CONTACT:**

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825



## DEFINITIONS:

- 1. US Citizen Eligible Family Member (USEFM):** Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.
- 2. Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.
- 3. Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

**NOTE:** *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Cleared by:

HRO: X

IPO: X

FMO: X

MGT: X